

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Bilingual Community Outreach Coordinator
DEPARTMENT: Social Services
REPORTS TO: Social Services Director

SALARY GRADE: 15
FLSA STATUS: E
DATE: 12/2017

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general direction coordinates community wellness and material resource programs, supervises interns, and works in conjunction with other departmental staff to provide resources to Greenbelt residents.

ESSENTIAL JOB FUNCTIONS:

Coordinates community wellness programs for children, families and seniors.

Coordinates community food resource programs for children, families and seniors.

Coordinates community mental health screenings.

Coordinates with state, County, local and non-profit agencies.

Coordinates community outreach and education such as through newspaper articles and cable shows.

Gathers information and writes reports.

Recruits, trains and supervises student interns.

Evaluates success of services and reports to Community Resource Advocate.

IMPORTANT JOB FUNCTIONS:

Works with CRA to provide community programs and events for children, families and seniors.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Automobile Mobile Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Public Health, Social Work, Family Studies, with coursework in program development or a related field of study.

Two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Program Development and Evaluation

Community Outreach

Event planning and management

Pertinent Federal and State statutes and City ordinances.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Fluent in Spanish.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Effective delivery of community programs and events in a wide variety of settings.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Leading and supervising interns.

Mental and Physical Abilities:

Ability to work with diverse populations.

Ability to be tactful, courteous and poised in difficult situations.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions, fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin. The employee is occasionally exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.